



# Fundamentals of the NASA Mentor-Protégé Program

by

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## Presentation Overview

- Key Players
- Eligibility Determination
- Mentor Roles
- Protégé Roles
- Program Policy Process
- Letter of Intent
- Agreement
- Reporting
- OSDBU Mentor-Protégé Manager Role
- Mentor Requirements and Evaluation
- MP/MIS
- Programs for Participation (Finding a Mentor and First Year)
- Other Important Considerations





## Mentor-Protégé Program Definition

NASA's only formal technical and business development program where a Mentor MUST have a prime contract with NASA and the Protégé MUST have a **SUBCONTRACT** with the Mentor under an approved agreement by the NASA OSDBU.





## Key Players

- Prime Contractor Team
  - President/CEO
  - Program Manager
  - Capture Manager
  - Corporate Small Business Liaison Representative
  - Business Development Manager





## Key Players

- Client Representatives (NASA)
  - Contracting Officer Technical Representative
  - Contracting Officer
  - Small Business Specialist
  - Secondary Division Representatives
  - Mentor-Protégé Program Manager





## Eligibility Determination (Mentor)

- 1819.7208 Mentor Firms
  - Eligible for receipt of Government contracts
  - Major Prime Contractors
  - Small Businesses
    - Regardless of Status [SB, SDB, 8(a), WOSB]





## Mentor Roles

- Selection of Protégé Firms
  - Emerging Firms
    - Size is no greater than 50 Percent of the size standard applicable to the North American Industrial Classification Standard assigned to contracting opportunity
  - Firms outside of Mentor subcontractor portfolio
  - High-Tech Firms
  - Other Considerations
    - Hubzone, Veterans, etc. as long as such firm meets Protégé Eligibility Requirement
- Mentors may have multiple Protégés
- Selection of Protégé(s) may not be protested except for size eligibility issues. OSDBU will make final determination





## Eligibility Determination (Protégé)

- 1819.7209 Protégé Firms
  - Certified Small Disadvantaged Business
  - Woman Owned Small Business
  - Historically Black College or Univ./Other Minority Institution
  - Eligible for receipt of Government Contracts







## Protégé Roles

- Except for SDBs, a Protégé may self-certify
- Protégé may have more than one Mentor
- Multiple Mentors are encouraged
  - Pay attention to Teaming Agreement(s)
  - Increase opportunities for success
- Protégés may participate in other Federal Agencies Mentor-Protégé Programs





## Mentor-Protégé Program Process

- Mentor and Protégé contact Manager for consultation
  - Existing contract may be modified to incorporate a Mentor-Protégé Agreement into subcontract plan
    - Cost reimbursement type contract
    - Contracts that include an award fee incentive
  - Mentor plans to bid on an upcoming procurement
  - Mentor and Protégé are advised on Incentives for Participation in the Mentor-Protégé Program





## Mentor-Protégé Program Process

- Incentives for Participation (Mentor)
  - Represents value in Request for Proposal
  - Earn critical evaluation points during Source Selection
- Evaluation under Mission Suitability Factor
  - Maximize points opportunity
  - Competitive Range
- Post Award
  - May earn or maximize Fee associated with participation
- Mentors enter new markets through association with Protégé (Other federal or commercial clients)
- Mentor may award subcontracts to Protégés non-competitively





## Mentor-Protégé Program Process

- Incentives for Participation (Protégé)
  - Subcontracts under Mentor prime contract(s)
    - Non-competitive subcontracts
  - Preparation for prime contracting world
  - Multiple Mentors are allowed
- Protégés enter new markets through association with Mentor (Other federal or commercial clients)
- Develop new technical and business disciplines not dominant in Protégé product or service portfolio
- Prestige and recognition across the agency which increases market presence





## Mentor-Protégé Program Participation

- Letter of Intent
- Mentor-Protégé Agreement
- NASA Mentor-Protégé Program Management Information System (MP/MIS)





## Mentor-Protégé Program Participation

- Letter of Intent
- Reference NFS 1819.7211
  - As a convenience NASA developed the MP/MIS to assist with application development
  - Basic information
    - Mentor name and supporting information
    - Protégé name and supporting information
    - Contract and supporting information
- Letter of Intent should be thoughtfully planned and address Key Questions







## Mentor-Protégé Program Participation

- Letter of Intent Key Questions
  - (1) Executive Overview that outlines development plan
    - Site prime contract duration
    - To what extent is Protégé partnered with Mentor
    - Planned subcontracts to Protégé
    - Subcontract Start/End dates (estimate)
    - Subcontract Value (estimate)
    - Location(s)
    - FTE (estimate)
    - Other pertinent information





## Mentor-Protégé Program Participation

- Letter of Intent Key Questions
  - (2) Highlight Protégé business improvement plan
    - Describe business development approach
    - Activities
    - Training plans
    - Certifications (if applicable)
    - Executive exchange or assignments to Protégé
    - Other







## Mentor-Protégé Program Participation

- Letter of Intent Key Questions
  - (3) Statement of Work highlights associated with subcontract
    - SOW in line with Mentor prime contract
    - Plans for subcontracting beyond primary contract (federal or commercial) planned or planned for future
    - Technical capability advancement beyond core competencies over agreement term





## Mentor-Protégé Program Participation

- Letter of Intent Key Questions
  - (4) Protégé business base expansion
    - Mentors business base to include Protégé
    - Federal (non-NASA)
    - Commercial
    - Other





## Mentor-Protégé Program Participation

- Letter of Intent Key Questions
  - (5) Evaluation Methods
    - How will Mentor evaluate Protégé Progress
  - Senior Management Awareness
    - Commitment statement at Vice President or President level that demonstrates awareness of Mentor-Protégé Participation and to review progress
    - Senior management to confer with Assistant Administrator/OSDBU and Mentor-Protégé Program Manager as necessary on program effectiveness
  - Signatures
    - Mentor and Protégé to exchange and file hardcopies





## Mentor-Protégé Program Participation

- OSDBU Mentor-Protégé Program Manager Role
  - Review and confer with Contracting Officer Rep
  - Review and confer with Contracting Officer Tech Rep
  - Small Business Specialist
  - Make final decision
  - Approve or Non-Approval Letter is sent (electronically) within 30 days of receipt
- Prime should be cognizant of their RFP due date and allow time for LOI review





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- Prime should be cognizant of their RFP due date and allow time for LOI review
- Prime may resubmit within 30 days if non-approval decision is made





## Mentor-Protégé Program Participation

- Agreement Submission
- Reference NFS 1910.7213
  - Process is automated
  - After approved Letter of Intent
  - Prime may submit Post Award
  - If bid for contract is unsuccessful, LOI become null and void, unless Prime notifies Manager with other intentions
  - Basic Information from LOI is maintained by MP/MIS
  - More detailed plan is now necessary





## Mentor-Protégé Program Participation

- Key Agreement Questions
  - (1) Executive Statement formalizing agreement
  - (2) Detailed developmental assistance plan
    - Progress payments
    - Advance payments
    - Loans
    - Facilities use or Equipment
    - Property
    - Other forms of developmental assistance in addition to or in lieu of above







## Mentor-Protégé Program Participation

- Key Agreement Questions
  - (3) Describe plans, objective, goals, timeline
    - Business Development
    - Technical Development
    - Business Development Deliverables and timeline
    - Technical Development Deliverables and timeline
    - Other
      - Describe how above expands Protégés Business and Technical Capabilities from current form and any other additional detail







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## Mentor-Protégé Program Participation

- **Key Agreement Questions**
  - **(4) Measurement Standards and Evaluation**
    - Describe what methods will Mentor use to evaluate Protégé business development progress toward meeting agreed goals
    - Describe what methods will Mentor use to Evaluate Protégé Technical Development progress toward meeting agreed upon plans
    - How will Mentor Evaluate Protégé Deliverables
    - Other techniques, methods, information





## Mentor-Protégé Program Participation

- Key Agreement Questions
  - (5) List current subcontracts
    - To Protégé
    - Other NASA prime contracts, federal or commercial
  - Be specific about
    - Present, planned or future business opportunities for Protégé and estimated time frame
      - Including subcontract information
      - Period of performance and option years
      - FTE/Work assigned to Protégé per subcontract
      - Other information here





## Mentor-Protégé Program Participation

- Key Agreement Questions
  - (6) Business Expansion
  - (7) Schedule
  - (8) Authorizations
  - (9) Intellectual Property (if applicable)
  - (10) NAISC codes
  - (11) Voluntary Termination of agreement
    - Mentor or Prime is still responsible for any deliverables under its prime contract
  - (12) Other agreed upon conditions
  - (13) Other Agreement features
  - (14) Disclaimer statement and signatures
    - Mentor and Protégé maintain original signed copies in files





## Mentor-Protégé Program Participation

- OSDBU Mentor-Protégé Program Manager Role
  - Review and confer with Contracting Officer Rep
  - Review and confer with Contracting Officer Tech Rep
  - Small Business Specialist
  - Make final decision
  - Concur or Non-Concur Letter is sent (electronically) within 30 days of receipt
- Prime may resubmit within 30 days if non-concur decision is made
- Mentor-Protégé Agreement Phase-In teleConference
  - Mentor-Protégé Program Manager
  - Contracting Officer
  - Contracting Tech Rep
  - Mentor
  - Protégé





## Mentor-Protégé Program Participation

- OSDBU Mentor-Protégé Program Manager Role
- Reporting NFS 1819.7217
  - Review Semi-Annual Report submitted by Mentor
  - Review Semi-Annual Report submitted by Protégé
  - Review Strengths and Weakness Report submitted by COTR to Mentor Protégé Manager and Contracting Officer
  - Submit Evaluation Report to Contracting Officer and







## Mentor-Protégé Program Participation

- **Mentor Requirements and Evaluation NFS 1852.219-79**
  - (b) Prime Contractor Performance will be evaluated on specific actions taken by the contractor to
    - (1) increase the participation of Protégés as subcontractors and suppliers
    - (2) develop the technical and corporate administrative expertise of a protégé as defined in the agreement
    - (3) to what extent the protégé has met the development objectives in the agreement and
    - (4) to what extent the firms participation in the Mentor-Protégé Program resulted in the Protégé receiving competitive contract(s) and subcontract(s) from private firms and agencies other than the mentor
  - (e) Mentor and Protégé firms will submit a “lessons learned” evaluation to the NASA OSDBU at the conclusion of the contract.
    - At the end of each year in the Mentor-Protégé Program, the team will formally brief the Mentor-Protégé Program Manager, Contracting Officer Technical Representative, and other officials as appropriate





# Mentor-Protégé MP/MIS



**OSDBU** Managment  
Information System

Welcome to NASA's  
Office of Small and  
Disadvantaged  
Business Utilization!

Please log in

User Name:

Password:

Login

Reset

Warning

Please note that you are entering a government system, which may be used only for authorized purposes. Unauthorized access or modification of any information stored on this system may result in criminal prosecution.







## Other Important Considerations

- Map out your strategy and considerations
  - Research, Research, Research
    - Web Sites
      - [procurement.nasa.gov](http://procurement.nasa.gov)
      - NAIS (NASA Acquisition Internet Service)
      - Email notification
      - NASA Contractual and Financial Information on all prime contracts for last five years
      - Phone Book
    - Key Contacts
      - Who are you dealing with?
      - Are they the decision-maker?
      - Are they *your* advocate?





## Other Important Considerations

- Map out your strategy and considerations continued
  - Procurement Intelligence (Ten Q&As to know NOW)
    - Contract Name
    - Contract Number
    - Contract Type
      - (Full and Open, SB Set-Aside, GWAC, GSA, 8(a), other)
    - Center Location
    - Incumbent Point of Contact
      - Incumbent Program Manager
    - Contracting Officer
    - Contracting Officer Technical Representative
    - Description of Contract
    - Goals (SB, SDB, WOSB)
    - Contract Status
      - Where is this contract going?
      - What's the future look like?





## Other Important Considerations

- Other Dynamics
  - Client Management Approach and Stability
    - Any recent changes that could shift momentum
      - Personnel Changes
      - Re-Organizations
      - Senior Leadership
      - Budget/Program
      - Priority Shifts





## Other Important Considerations

- What Else?
  - Understand your client and their need
  - Determine where does your firm fit
  - If know one knows you, GET NOTICED!
    - Any recent changes that could shift momentum
      - Personnel Changes
      - Re-Organizations
      - Senior Leadership
      - Budget/Program
      - Priority Shifts
  - Timing is extremely important
  - Be Ready
    - Have critical information ready
      - Rates, Accounting System, Client Knowledge
  - KNOW the Mentor-Protégé Program yourself





## Other Important Considerations

- **KNOW the Mentor-Protégé Program Yourself**
  - The Agreement is not a Subcontract
  - You may have to write most of it
  - Take the lead
  - Speak up
  - Observe/consider Mentor/Prime other partner commitments





## Conclusion

- New Directions
  - Key feature in Request for Proposal
  - NASA MP/MIS
  - Mentor-Protégé Program Administration Certificate
  - Training
  - Potential Policy Updates





## Contact

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